

# **FIRE CADET PROGRAM EMPLOYEE RULES & REGULATIONS**

## **CHAPTER 27.2**

**Issued: August 2018**

**Revised:**

**Submitted By: Diversity Recruitment Officer**

**Approved By: Deputy Chief**

### **PURPOSE:**

This will outline rules, regulations and procedures for employee participation in certain parts of functions of the program. These functions could include classes, presentations, meetings, trainings, Ride-A-Long's, physical training, field trips and events. The Fire Cadet Program itself is actually a section of the Florida Fire Chiefs Association (FFCA). The structure and training will come directly from the FFCA.

### **Mandatory classes for participation in program**

- It will be mandatory that at least the Company Officer of that Fire Station completes the Youth Protection Training Course along with any county employee desiring to assist with training, classes, meetings, field trips, physical training, presentations or Ride-A-Longs must complete the Youth Protection Training Course provided through Target Solutions. Your course completion will be documented through Target Solutions and will be done on an annual basis to keep up with any changes to program.
- To become a member of the ACFR Fire Cadet Committee and actively participate in all Fire Cadet functions including the planning of events, training, field trips, competitions and other activities, you must inform the Cadet Lead Advisor and have completed the Youth Protection Course.

### **In case of Emergency or Injury**

- In the unforeseen case of an emergency or injury, the Cadet involved should be immediately treated and transported to the appropriate facility if needed. The ACFR Safety Officer, District Chief in charge of the unit and the ACFR Fire Cadet Lead Advisor should be immediately contacted and informed of the situation. The ACFR Fire Cadet Lead Advisor will make contact with the appropriate people so that insurance coverage information can be provided for the Cadet. A situation report shall then be filled out in detail explaining what happened.
- If incident occurs, immediately contact:
  - Captain Joseph Malphurs (Safety Officer) - (352)494-8478
  - ACFR Fire Cadet Lead Advisor Karem Scott-Kotb - (954)288-7494
- Other Important Contact Information:
  - ACFR Fire Cadet Assistant Lead Advisor Robert Sullivan - (352)745-2185
  - FFCA Cadet Chair Todd Coulter – (239)898-6599

- FFCA Cadet Vice Chair Billy Jefferies – (813)714-1599

## Disciplinary Issues

If at any time an ACFR Fire Cadet disobeys a direct order from a superior, disrespects a superior, free lances without proper direction from a superior, or is deemed as having a disruptive or unprofessional conduct or any other circumstance where the officer of that unit determines that this Cadet shall no longer participate on this particular unit or at the fire station. The District Chief in charge of that unit will immediately be contacted. If the occurrence is on the scene of an emergency, that Cadet will be required to stay inside the Emergency Apparatus until the District Chief arrives or until the unit returns to the Fire Station. The parents of that Cadet will immediately be contacted so that the situation can be explained to them and transportation can be arranged to pick up that child if needed. A situation report will be filed by the Officer in Charge of that unit, and reviewed to determine the form of discipline, which can be dismissal from the program.

## Guidelines for youth/adult interaction

- There **shall** always be more than one adult present when there is a Cadet.
- **THERE SHALL BE NO FRATERNISING OR EXTRA RELATIONSHIPS OF ANY KIND WITH ANY FIRE CADET YOUTH REGARDLESS OF THERE AGE. VIOLATORS CAN BE SUBJECT TO TERMINATION AFTER A THOROUGH INVESTIGATION**
- Prohibited from using course, profane or disrespectful language around ACFR Fire Cadets
- **NO HAZING OR HARRASSMENT WILL BE TOLERATED. VIOLATORS CAN BE SUBJECT TO TERMINATION AFTER A THOROUGH INVESTIGATION**
- Appropriate courses shall be completed for participation in program, rides, and events
- An inviting, friendly, learning environment shall be created for all ACFR Fire Cadets.